



Committee Name	Awards & Recognition Committee
Mandate	The Awards & Recognition Committee celebrates and preserves the achievements, excellence, and legacy of Volleyball Manitoba's athletes, coaches, officials, builders, and teams. The committee oversees recognition initiatives and events that honour outstanding contributions to the sport at all levels across the province.
Key Responsibilities	<ul style="list-style-type: none"> • Annual Awards Banquet: <ul style="list-style-type: none"> ○ Review and update award categories, criteria, and selection processes annually. ○ Select recipients in all award categories. ○ Support the planning, promotion, and delivery of the Awards Banquet. • Hall of Fame: <ul style="list-style-type: none"> ○ Work with a designated sub-committee to identify, review, and prioritize potential inductees. ○ Review nominations as received and recommend candidates for induction. ○ Support event planning and coordinate Volleyball Manitoba nominations for the Sport Manitoba Hall of Fame. • High School Graduating All-Star Event: <ul style="list-style-type: none"> ○ Review and update nomination, voting, selection, and event procedures annually. ○ Assist in organizing and delivering the All-Star Banquet and Games. • General: <ul style="list-style-type: none"> ○ Provide recommendations to enhance recognition initiatives and strengthen Volleyball Manitoba's community engagement. ○ Undertake additional tasks as assigned by the Executive Director or Board of Directors.
Composition	<ul style="list-style-type: none"> • Chairperson: Appointed by the Board of Directors. • Members: 3–4 volunteer members, including at least one Volleyball Manitoba Board member. Members should possess a strong knowledge of the history and culture of volleyball in Manitoba. • Staff Liaison: Marketing & Events Manager. <p>Efforts will be made to ensure committee membership reflects the diversity of Volleyball Manitoba's community, including gender balance, regional representation, and varied volleyball backgrounds.</p>
Authority	<p>The committee is advisory in nature and operates under the authority of the Volleyball Manitoba Executive Director and Board of Directors.</p> <ul style="list-style-type: none"> • The committee may make recommendations for Executive Director review and, when appropriate, for Board approval.

	<ul style="list-style-type: none"> • Working groups may be established to support specific recognition initiatives or events. • The committee's annual plans and budget, coordinated through the Marketing & Events Manager, require Executive Director approval.
Appointments & Terms	<ul style="list-style-type: none"> • The Board of Directors appoints the Chairperson. • The Chairperson, in consultation with the Executive Director, nominates committee members for approval. • Terms are one year in length and may be renewed annually to a maximum of six consecutive years. • Nominations from the volleyball community may be solicited to ensure broad participation and transparency.
Meetings	<ul style="list-style-type: none"> • The committee will meet at least 2–3 times per year, virtually or in person, as required. • Regular communication will occur through email or other digital platforms. • Meetings will be convened by the Chairperson in collaboration with the Marketing & Events Manager.
Resources	Volleyball Manitoba will provide reasonable administrative, event, and communication support to enable the committee to fulfill its mandate, within approved budgetary limits.
Reporting	<ul style="list-style-type: none"> • The Committee Chair, with support from the Marketing & Events Manager, will prepare a written report for the Board of Directors at least one week prior to each Board meeting. • Recommendations may also be provided to the Executive Committee as needed. • A summary of committee activities will be included in the Volleyball Manitoba Annual General Meeting report.
Approval	These Terms of Reference were approved by the Volleyball Manitoba Board of Directors in November 2025.
Review	The Committee and the Board of Directors will review these Terms of Reference annually, at the first meeting following the Annual General Meeting, and revise them as necessary to ensure alignment with organizational priorities and best practices.